

**BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS
COMMAND**



AIR FORCE INSTRUCTION 13-218

**AFSOC
Supplement 1**

15 APRIL 2001

Space, Missile, Command and Control

**AIR TRAFFIC SYSTEM EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 13-218, 1 November 1998, is supplemented as follows: This supplement applies to AFSOC activities at Hurlburt Field that operate, administer, and maintain airfield management/base operations functions and air traffic control (ATC) or navigational aid facilities. Base-level supplements to this directive require MAJCOM approval and must be forwarded to HQ AFSOC/DOOF.

1.1.2. HQ AFMC/DOA is responsible for scheduling, conducting, and reporting all Air Traffic Systems Evaluation Program (ATSEP) visits to Hurlburt Field in accordance with (IAW) AFI 13-218, AFMC Sup 1 and AFMC/AFSOC MOU. Additionally, HQ AFSOC provides MAJCOM oversight of Hurlburt Field and may, as mutually coordinated, either observe or augment the HQ AFMC ATSEP evaluation team.

2.1.3. (Added) A Staff Assistance Visit (SAV) will not be conducted within 120 days of the unit's scheduled ATSEP inspection.

NOTE: Results of a SAV may not reflect the results of an ATSEP inspection since SAVs are conducted by HQ AFSOC and ATSEPs are conducted by HQ AFMC.

3.3. HQ AFSOC/DOOF will inform the 16 OG/CC of any/all AFSOC specific ATSEP Special Interest Items (SIIs). HQ AFMC/DOA will be provided a copy of the SII no later than 60 days prior to the scheduled ATSEP.

3.4. HQ AFSOC is the closure authority for all problems and will provide a CC of ATSEP Observation, SII, and problem closures to HQ AFMC and HQ AFFSA/XAES.

HQ AFMC will validate all TERPS related Observations/SII/checklist write-up closure recommendations and forward to HQ AFSOC/DOOF for final closure coordination (IAW MOU).

3.5. (Added) ATSEP Observations and SIIs will be closed using the following guidance:

3.5.1. (Added) Once the Observation/SII problem is resolved, the OPR for closing the Observation/SII will prepare an AF Form 1768, **Staff Summary Sheet**. OPRs will submit an AF Form 1768 for each indi-

vidual Observation or SII closure request (1 Observation per AF Form 1768). See example at Attachment 1. Routing will be as follows:

3.5.1.1. (Added) From OPR for closing the ATSEP Observation to the AOF/CC for coordination. *All Observations from outside the AOF will be coordinated through the appropriate squadron level prior to being submitted to the AOF/CC.*

3.5.1.2. (Added) OSS/CC for coordination.

3.5.1.3. (Added) OG/CC for coordination.

3.5.1.4. (Added) HQ AFMC for validation (only if it is a TERPS related problem).

3.5.1.5. (Added) HQ AFSOC/SC for coordination (if applicable).

3.5.1.6. (Added) HQ AFSOC/DOOF for coordination

3.5.1.7. (Added) HQ AFSOC/DO for closure approval.

NOTE: Tab all supporting data and documentation. This information must support closure of the ATSEP Observation. Packages must also include excerpts from the Airfield Operations Board where closure was requested.

4.4. (Added) ATSEP Problems will be closed using the following procedures:

4.4.1. (Added) Once corrected, the OPR for the problem will submit appropriate documentation to the AOF/CC for coordination, then to the OSS/CC for concurrence. The OSS/CC will forward a written request for closure of ATSEP problems to HQ AFSOC/DOOF (forward TERPS related problems to HQ AFMC for validation prior to HQ AFSOC/DOOF). Maintenance/ATCALS problems will be coordinated through the CS/CC prior to being submitted to the AOF/CC. The format in AFI 13-218 shall be used. All accompanying data or correspondence that support closure of the ATSEP item shall be an attachment to the closure request.

Attachment 10 (Added)

SAMPLE AF FORM 1768, OBSERVATION CLOSURE REQUEST

STAFF SUMMARY SHEET					
TO	ACTION	SIGNATURE (Signature), GRADE AND DATE	TO	ACTION	INITIALS (Signature), GRADE AND DATE
1 CS/CC	Coord		6 AFSOC/SC	Coord	Only if applicable
2 AOB/CC	Coord		7 AFSOC/DOOF	Coord	
3 OSS/CC	Coord		8 AFSOC/DO	Approval	
4 OG/CC	Coord		9		
5 AFMC/DOA	Coord	Only if TERPS is involved	10		
SIGNATURE OF ACTION OFFICER AND GRADE		SYMBOL	PHONE	TELETYPE UNIT	SUBMITTER DATE
CMS: t Doe		16 CS/SCMR	4-1212	jd	
SUBJECT		DATE			
Closure of Air Traffic Systems Evaluation Program (ATSEP) Observation for 16 SOW					20000831
1. Request closure of the following Observation from 26-30 Jul 99 ATSEP Report (Tab 1):					
Observation: The inverter for the OJ-314 Communications Switch in the control tower was turned off. This resulted in complete loss of all landlines in the control tower when a loss of commercial power was simulated which seriously impacted Air Traffic Control (ATC) operations.					
2. Request for closure addressed in Hurlburt Field Airfield Operations Board (AOB) minutes (Tab 2).					
3. Approval for closing the Observation is based on the following:					
CORRECTIVE ACTION: 16 CS/SCMRT procedures have been changed to ensure the inverter is not turned off. All maintenance technicians have been trained on the new procedures. This is indicated in the memorandum, dated 1 Jul 00 (Tab 3).					
4. RECOMMENDATION. HQ AFSOC/DO grant closure approval for Hurlburt Field ATSEP Observation by signing this SSS.					
John J. Johnson, Maj, USAF Commander, System Flight			3 Tabs 1. Extract of Hurlburt Field ATSEP Observation 2. Extract of Hurlburt Field AOB Minutes, 30 Jun 00 3. Memorandum from 16 CS/SCMRT, 1 Jul 00		

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